

## **GE MasterCard Information Technology Questionnaire**

To better assess your data needs; your response to the following questions is required. If you are not aware of the answers to these questions, please forward this questionnaire to the appropriate staff. Please answer these questions to best of your ability and provide specific information.

These questions must be answered in a Word file and sent back to [Valerie.Smith@doa.virginia.gov](mailto:Valerie.Smith@doa.virginia.gov) **no later than Friday August 26<sup>th</sup>**. Any agency who does not respond by that time may have their implementation delayed.

If you have specific questions regarding this questionnaire, please contact GE's Information Technology Analyst for the Commonwealth, Ryan Woodward at 801-517-5105 or [Ryan.Woodward@ge.com](mailto:Ryan.Woodward@ge.com).

1. Agency name?
2. Agency Number?
3. Which programs does your agency participate in?
  - a. Purchase Card (SPCC, Gold and Ghost)?
  - b. Travel Card?
4. Agency Program Administrator Name, phone and email?  
Name:  
Phone:  
Email:
5. Agency IT contact name, phone and email?  
Name:  
Phone:  
Email:
6. How do you currently receive data/files from AMEX?
7. What data elements do you use from AMEX data you receive? Please be specific and list all.

8. In what format do you receive this data (downloadable file, FTP or print off from @Work)?
9. Do you have data format requirements?
10. What do you do with this data once you receive it?
11. Is this data loaded into a destination system?
  - a. What is the name of your destination system?
12. How often do you receive this data?
13. Is there selection criteria required for the data required?
14. Is there grouping or sorting requirements needed?

Thank you for your time.